



**POSITION DESCRIPTION
MEMBERSHIP DIVERSITY AND DEVELOPMENT
DIRECTOR**

Serves as Membership Diversity and Development Director, representing the entire membership in carrying out the professional activities of the Society concerned with our professional and student membership and activities related activities including but not limited to diversity, equity and inclusion initiatives. The Director exercises personal leadership in the motivation of division representatives, committee officers, committee members, and staff, to act in the best interests of the Society on issues related to member and student recruitment, retention, diversity and inclusion, and other issues consistent with the Society's strategic plan and the financial resources available. Guides the development and implementation of short-and long-term goals, objectives, and assessment for the organization with regard to member and student related issues and diversity and inclusion. Seeks approval for and/or informs the Board of activities undertaken on behalf of the Society. Acts as spokesperson and takes an important part in monitoring and evaluating organizational performance and effectiveness with regard to member and student recruitment, retention, diversity and inclusion, and other issues. Works with TMS Membership staff as necessary. Serves as a voting member of the TMS Board of Directors.

NATURE AND SCOPE

1. Position Information

The Membership Diversity and Development Director must be a voting member of TMS and is nominated by the Nominating Committee, one year in advance of assuming office. The Membership Diversity and Development Director must be elected by the voting members. The Membership Diversity and Development Director holds office for three years commencing with the convening of the organizing meeting of the new Board of Directors, immediately following the annual meeting of the prior Board of Directors. The Membership Diversity and Development Director is eligible for election for no more than a three-year term. No director shall serve more than two back-to-back three-year terms on the Board of Directors. An individual may be considered for further service on the Board of Directors after at least one year off of the Board of Directors. As Membership Diversity and Development Director, they will also devote considerable time to the following major functions: Attendance at two meetings each year of the Board of Directors, two meetings each year of the Membership Diversity and Development Committee and two meetings each year of the Diversity, Equity, and Inclusion Committee.

2. Expected Results

Within the limits of the Bylaws and Operating Procedures, and in partnership with TMS Membership staff, the Membership Diversity and Development Director is responsible and has commensurate authority to accomplish the duties set forth below:

- A. Serve as a voting member of the Board of Directors.

- B. Serve as chair of the TMS Membership Diversity and Development Committee with liaison responsibility from this committee to the Board.
- C. Provide leadership and guidance to the TMS representative (Membership Diversity and Development Committee Vice-Chair) to the Materials Advantage Committee.
- D. Provide leadership to the Membership Diversity and Development Committee in developing and augmenting policy, keeping the strategic planning process moving forward and auditing its implementation.
- E. Provide leadership and direction to TMS' commitment to advance diversity, equity and inclusion in the minerals, metals, and materials professions.
- F. Call Special Committee meetings as delineated in the Bylaws.
- G. Present orally and in writing a report to the Board of Directors on the status of those strategic management goals for which the person is responsible.
- H. Keep the Board of Directors informed on the condition of operations of the Membership Diversity and Development Committee.
- I. Support and defend policies and programs adopted by the Board of Directors.
- J. Ensure the effectiveness and visibility of the DEI committee by providing a minimum of one invite annually of the Diversity, Equity, and Inclusion (DEI) Committee chairperson to the Board of Directors meeting.

3. Selection Criteria

Skills Required:

- A. Knowledge of the conceptual foundations and driving force of the Society.
- B. Demonstrated ability to organize and plan effectively.
- C. Demonstrated ability to produce results through others while generating positive support.
- D. Demonstrated ability to work effectively toward common goals as a team member.
- E. Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents.
- F. Demonstrated ability to lead and influence in areas of responsibility.

- G. Demonstrated ability at win-win negotiating.
- H. Demonstrated ability to identify and resolve problems to produce positive results.
- I. Demonstrated ability to listen, engage and collaborate with diverse audiences.
- J. Demonstrated ability to advance antiracism, diversity, equity, and inclusive practices in their leadership roles.

Qualifications Required:

- A. Has time and employer commitment necessary to fulfill office.
- B. Has relevant successful national and local performance record with TMS.
- C. Committed to TMS mission, vision, and long-range goals.
- D. Is perceived as professionally competent with a high level of integrity and commitment to TMS.
- E. Has the positive and responsible image appropriate to TMS.
- F. Has prior training in implicit bias, by-stander intervention, and/or related DEI issues.
- G. Has served an active role in the DEI sub-committee.

Qualifications Desired:

- A. Previous experience as a member of the TMS Membership Diversity and Development Committee.
- B. Has employer's financial support.
- C. Has successful experience in managing a budget.
- D. Has successful experience in managing people.
- E. Has prior experience in leading a voluntary and decentralized organization.
- F. Has demonstrated action in the DEI sub-committee that has built and sustained a culture that values diversity, equity, and inclusion in all its form.
- G. Experienced in developing and implementing working group, programs, projects, workshops, and/or training designed for positive DEI change.
- H. It is preferred they are a member of the TMS DEI sub-committee for a minimum of three (3) years and/or have received an endorsement from at least one (1) current or former DEI chairperson.

Personal Characteristics:

- A. Enthusiasm
- B. Selflessly enables other's success
- C. Commitment to creating diverse work groups
- D. Flexibility
- E. Commitment to excellence
- F. High level of integrity
- G. Competence
- H. Leadership